



3.2	<p>CK has communicated the decision to raise membership subs to parents/guardians.</p> <p>GR has asked John Symons if he can take over the admin side of Online Scout Manager, however John was not keen to do this.</p> <p>DE has spoken with Stella of Little Wellingtons Pre-School Playgroup re what she considers to be a reasonable monthly rent for hiring hut space. Stella did not want to pay as much as the monthly rent of at least £20 that the Exec had considered reasonable at the June 2013 meeting. It was decided that DE should speak again with Stella and communicate to her the Exec's final decision that £20 per calendar month would be required for any agreement to be reached.</p> <p>Subject to Stella agreeing to £20 per calendar month, DF's proposal that a formal written agreement needed to be in place and signed before Stella could start using the Group's hut space was agreed by the Exec. RC volunteered to put together a draft agreement, to be circulated to a sub-committee of CK, DE, DF, HC, RC and TS for joint approval. Points to be covered within this agreement include:</p> <ul style="list-style-type: none"> <li>• Payment to be made monthly in advance by standing order</li> <li>• 12 month minimum initial commitment period required...</li> <li>• ... then 3 months' notice required by either party for cancellation</li> <li>• Annual review of agreement</li> <li>• Nothing to be fixed to any part of the hut</li> <li>• Playgroup to be liable for repairing or replacing any property damaged as a result of their usage of the hut (Playgroup to accept Group's reasonable decision as to whether repair or replacement is required).</li> </ul> <p>A cheque for £40.90 has been sent to Raglan, representing half of the profit made from Jackpot Dice (JPD) at the Raglan Fete.</p>	<p>DE</p> <p>RC</p>
4.	<p><b>Health &amp; Safety</b></p> <p>There have been no serious accidents or near misses since the last meeting. (It was noted that 3 Cubs had been stung at Cub Camp following the disturbance of a wasps' nest.)</p> <p>The need for each Section to carry out Fire Drills termly was stressed.</p>	
5.	<p><b>Resources</b></p> <p>5.1 Re transport, it was reported that the van had run fine at Summer Camp. Fixing the roof of the van will be carried out at the working day being arranged by GR and DE.</p> <p>5.2 Re equipment, CK will decide whether a new marquee is needed or whether the roof panel damage can be fixed. Patching up the damage is preferred for now if feasible.</p> <p>5.3 New changes to Membership Subscriptions from September 2014 were discussed. HC explained that, from this date, Groups would be paying for youth leaders, but not for adults. The fees for each youth member would be going up to £28, or £27.50 if paid early. The Group would not need to pay for Young Leaders who belonged to an Explorer Unit.</p>	<p>GR/DE</p> <p>CK</p>

	<p>It was noted that, as the District has been paying for adult leaders in recent years (although it has no ongoing obligation to do so), these changes would have the effect of putting the Group's costs up compared with recent years. It was agreed to review the situation at the March 2014 meeting, at which a comparison between previous costs and predicted new costs could be carried out.</p> <p>[Post-meeting note. Whilst HC was tasked at the Exec meeting with talking to Paul Symons to find out more about dates, RC was able to speak to Paul the day after the Exec Meeting, and Paul explained the following:</p> <p>Annual timetable is usually as follows:</p> <ul style="list-style-type: none"> <li>• January – determine the numbers for the census based on numbers as at start of calendar year</li> <li>• March – payment made based on above numbers.</li> </ul> <p>As the new rules do not come into place until September 2014, the Group should make the next payment in March 2014 based on the current rules, i.e. it won't be until the payment March 2015 payment that the new rules apply to us. Paul also informed RC that the District are planning to keep paying for leaders until the new rules come into place.]</p>	
5.4	<p>The Group website was discussed. HC has tried to contact Cath MacLeod to discuss the Group's concerns, but has had no reply from 2 different email addresses.</p>	
	<p>RC has received some basic information re the website from Paul Symons and will have a look at this to see what he can do.</p>	RC
	<p>CK will try to speak to Cath or her partner to determine the situation regarding Cath and the Group website.</p>	CK
	<p>CK will double-check that the Exec and Leaders email groups are correct.</p>	CK
	<p>(Note that Appendix A has been added at the end of these Minutes to keep in one place a list of tasks that currently need doing on the Group website.)</p>	
5.5	<p>Re the Leader situation, Despina, who had been Assistant Beaver Scout Leader, has left the Group, so Beavers are without an Assistant Leader. RC's daughter, Abby, has started helping out with Beavers. Vickie is looking for another Young Leader.</p>	
	<p>SS is the only holder of a Nights Away Permit. CK is aiming to obtain this Permit by end-April 2014.</p>	
5.6	<p>HC informed the meeting that Gold subscription to Online Scout Manager (OSM) is being paid for by the County Executive for all Sections up to 30/09/2014, after which time the District will be funding the cost.</p>	
5.7	<p>Re Accounts, DF reported that he needed to move £1,000 from the Investments Account to the Savings Account, due to the low balance of the latter. It was agreed to defer the annual payment of £750 to the Insurance Account, due on 14/10/13, to 30/11/13, and to</p>	

	<p>review whether or not to make this payment this year at the November 2013 meeting.</p> <p>It was decided to make 30/11 the payment date each year moving forward, in order to allow this item to be reviewed annually at the November Exec Meeting.</p>	
6	<p><b>Policies</b></p> <p>6.1 The Transport Policy was reviewed and the following changes agreed:</p> <ul style="list-style-type: none"> <li>• The GSL – not the TM – will now be responsible for maintaining a list of approved drivers and checking their driving licences annually</li> <li>• “All” users must have their driving licences checked annually, not just “regular” users, as currently worded</li> <li>• Specify that driving licences must be shown annually by end-September otherwise users will not be able to drive either vehicle</li> <li>• Specify that original driving licences must be shown – copies are not acceptable</li> <li>• Specify that, where users hold both types of driving licence, both must be shown</li> <li>• £15 per day flat charge for Options A and B to rise to £20</li> <li>• £25 per day flat charge for Options C and D to rise to £30.</li> </ul> <p>Next review date will be September 2014.</p> <p>CK will inform Sally of the increases in contribution to running costs, which the Exec decided should come into force from 01/11/13. Keys Meadow will need to sign a copy of the updated Transport Policy once this is available.</p> <p>6.2 The Vehicle Use Checklist was reviewed with no changes required: Next review date will be September 2014.</p> <p>It was agreed that the “Vehicle – Mileage” Form on the Group website was now obsolete and should be removed from the website.</p>	<p>RC</p> <p>CK</p> <p>RC</p> <p>RC</p>
7.	<p><b>Events Review</b></p> <p>7.1 <i>Raglan Fete (Saturday 6<sup>th</sup> July)</i> One new Cub has been recruited as a result of this event. JPD made a profit of £81.80, half of which has been paid to Raglan. The Group has been given first refusal on a food stall next year, however the Group would like to do a drinks stall, but NOT offer food also. CK will therefore email Raglan back to say the Group would like a drinks stall next year. It was decided that JPD would be done again next year.</p> <p>7.2 <i>Bury Lodge Fete (Sunday 14<sup>th</sup> July)</i> No new recruits were gained from this event. JPD made a profit of £49.70. The Group will not actively seek to attend this event next year, but will consider doing so should an invite be received.</p> <p>7.3 <i>Summer Camp (Ferny Croft, New Forest)</i> CK reported that Summer Camp had been very successful, with the children kept busy and having a great time. Costs had been kept within budget, however CK felt it was likely that costs would need to be increased next year, due to activities becoming more expensive.</p>	<p>CK</p>

<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p><b>Events Planning</b></p> <p><i>Fireworks (Saturday 2<sup>nd</sup> November, Enfield Town Park)</i> CK and GR are leading a team and need as many stewards as possible to help. RC will assist subject to returning from holiday in time and JA may be available.</p> <p><i>Group Anniversary Service (Sunday 3<sup>rd</sup> November).</i> The Group Anniversary Service will be held on Sunday 3<sup>rd</sup> November. TS will be on duty. Sally Symons is looking at the theme, with “Helping Others” being a possible option.</p> <p><i>Remembrance Sunday (Sunday 10<sup>th</sup> November).</i> The Group will attend the Edmonton Parade in the morning, with arrangements as normal.</p> <p><i>Parade of Light (Sunday 1<sup>st</sup> December)</i> The Group will again take part in this event. It is expected to be much better organised than last year.</p> <p><i>Panto (Friday 6<sup>th</sup> December)</i> This year’s Panto is Jack and the Beanstalk. The Group will be attending on Friday 6<sup>th</sup> December and will be occupying the balcony as usual. Prices are £12 for adults and £9 for children, with Sally Symons having been told that payment is required 2 weeks before the date.</p> <p><i>Church Toy Service (Sunday 8<sup>th</sup> December)</i> The Church Toy Service will be taking place on Sunday 8<sup>th</sup> December.</p>	<p>ALL</p>
<p>9.</p>	<p><b>Any Other Business</b></p> <p>RC reported that the JPD table needed looking at as the playing surface was becoming detached. It was agreed this would be looked at on the working day.</p> <p>DF will check why Inge Hussein has not been attending Exec meetings.</p>	<p>GR/DE</p> <p>DF</p>
<p>10.</p>	<p><b>Date of Next Meeting</b></p> <p>Monday 18<sup>th</sup> November 2013 at 7.45pm in the Garden Room.</p>	
	<p><b>Appendix A – Tasks that currently need doing on the Group Website</b></p> <ul style="list-style-type: none"> <li>• Changing Child Protection Policy to show CK as the GSL</li> <li>• Changing general website information throughout to show CK as the GSL</li> <li>• Adding Minutes of the May 2013 AGM</li> <li>• Adding Minutes of the June 2013 and September 2013 Group Exec Meetings</li> <li>• Adding Minutes of the September 2013 Leaders meeting</li> <li>• Updating Group Exec Members Info following changes at the May 2013 AGM</li> <li>• Updating Transport Policy with changes agreed at September 2013 Group Exec</li> <li>• Updating Vehicle Use Checklist following September 2013 Group Exec (changes to approval/next review dates in footer only)</li> <li>• Remove obsolete “Vehicle – Mileage” Form.</li> </ul>	<p>RC</p>

# Executive Committee Information Sheet

## 16<sup>th</sup> September 2013

### Actions taken on committee's behalf since last meeting:

By GSL	None
By Chair	None
By Others	None

### Health and Safety:

Reportable incidents / near misses	3 Cubs were stung at Cub Camp following the disturbance of a wasps' nest		
Fire drills last done	Beavers 19/07/13	Cubs 11/01/13	Scouts 08/02/13

### From the Leaders:

	Beavers	Cubs	Scouts
Numbers in section	10	20	21
Number on link to next section	1	0	0
Other information from GSL	3 new cubs		1 new scout

### From Treasurer:

	Investments	Insurance	Current	Petty Cash
Balance on accounts	£1123.45	£2377.47	£142.85	£159.91
Income since last meeting	£2.37	NIL	-£5.50	-£185.57
	Beavers	Cubs	Scouts	GSL
Section & GSL balances	£178.97	-£59.85	£576.58	£96.50
Other information from Treasurer	We are still owed gift aid for this year			

### Resources Reports:

Transport				
	Due Dates	MoT/Service	Breakdown	Insurance Road Tax
	Minibus	21/03/14	22/03/14	22/03/14 28/02/14
	Van	30/06/14	No cover	29/11/13 31/12/13
		Minibus Permit 21/06/15		
Equipment				
	Hut Insurance Due	30/11/13		